

Recurrence

Account | Billing | Stock | POS | Payroll



ISV/Software Solutions



Introduction

This feature allows user to set recurring transactions either generated manually or automatically. It can be set by daily, weekly, or monthly.

Recurrence can be set in the documents :

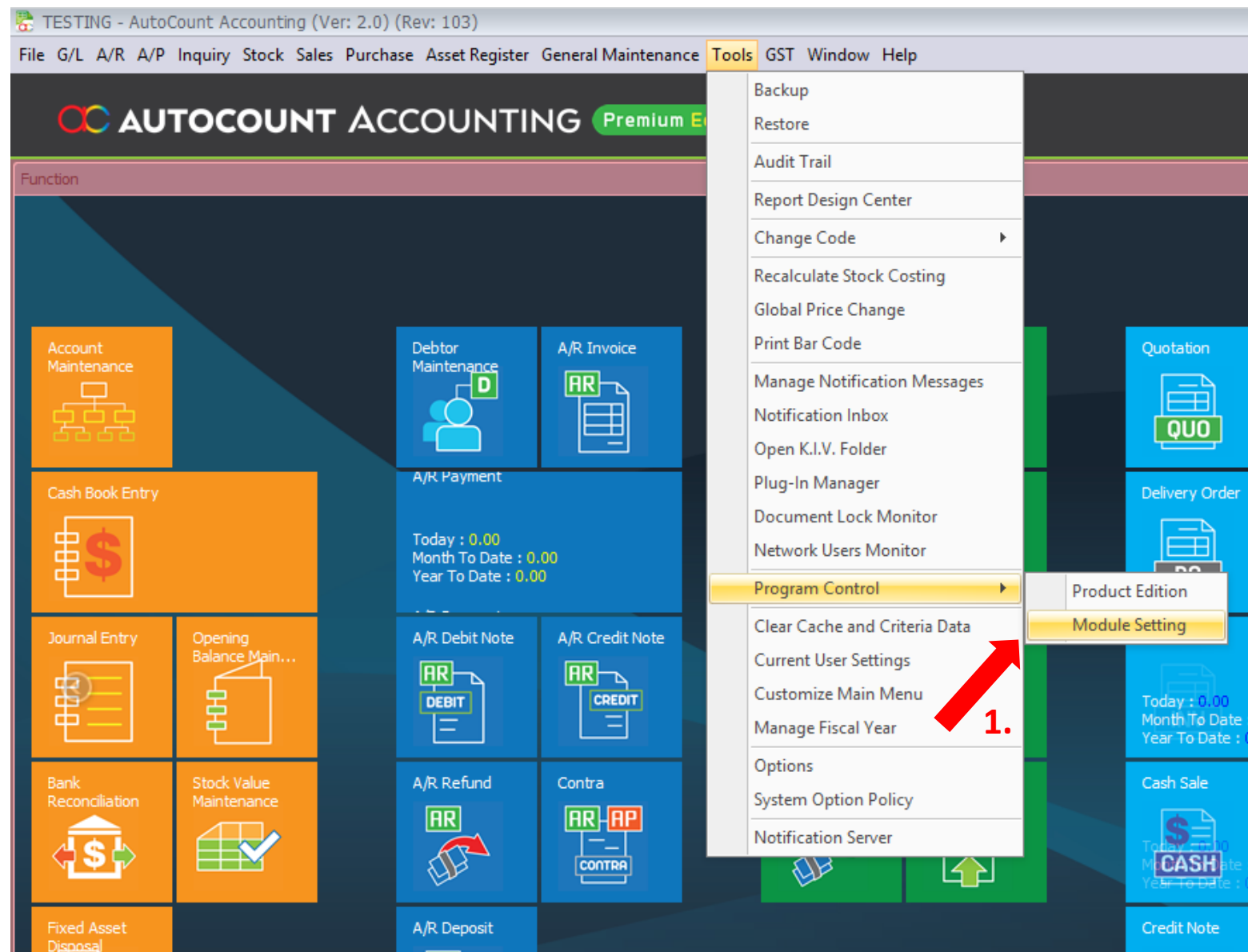
- 1) Cash Book
- 2) Journal Entry
- 3) AR documents
- 4) AP documents
- 5) Sales documents
- 6) Purchase Document.

Topic :

- a) How to enable Recurrence Module
- b) How to set a Recurrence Invoice
- c) Recurrence Setting

a) How to enable the Recurrence module

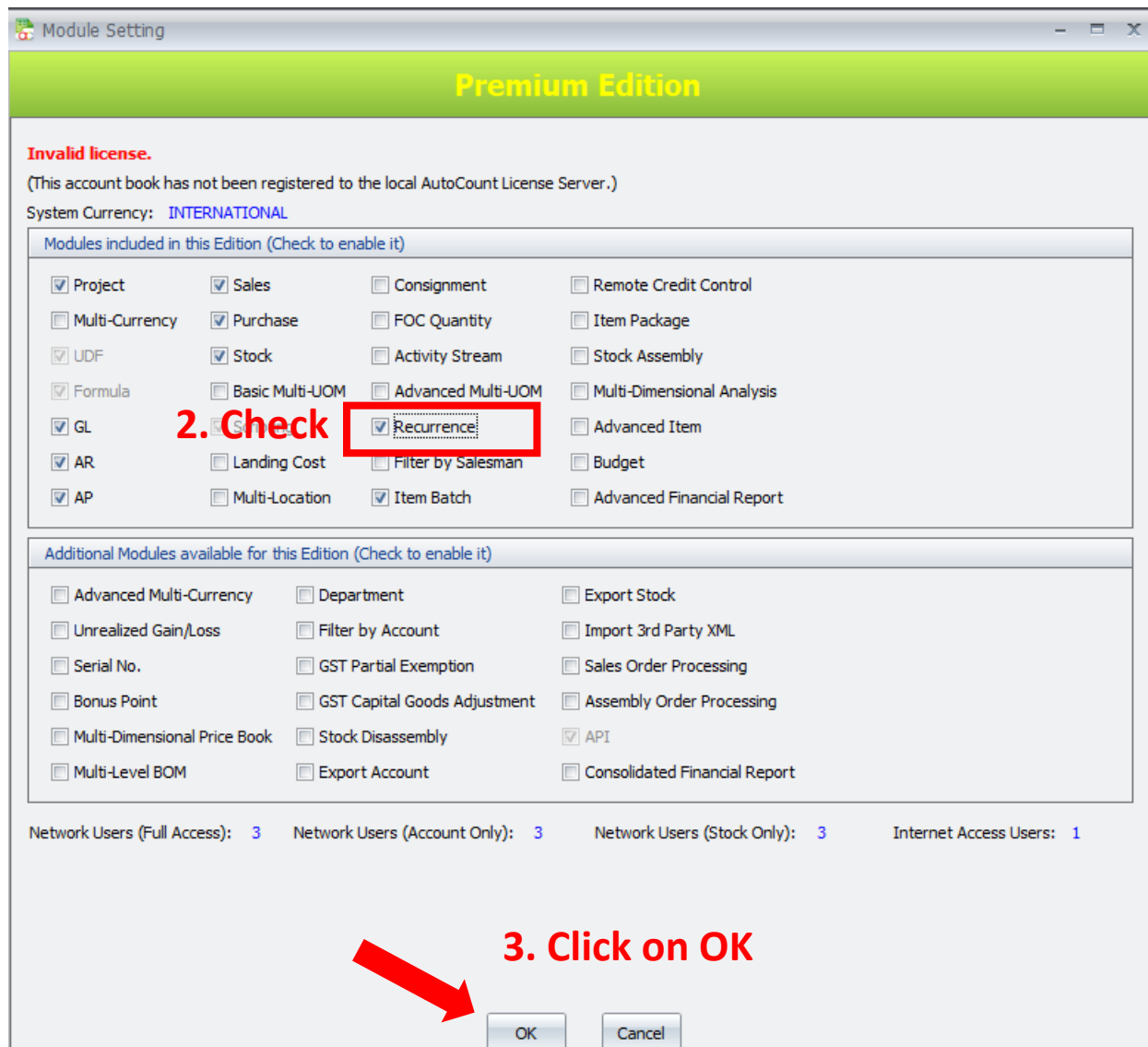
1. Go to Tools > Program Control > Module Setting.



a) How to enable the module Recurrence

2) Check the checkbox of Recurrence.

3) Click on OK.



Module Setting

Premium Edition

Invalid license.
(This account book has not been registered to the local AutoCount License Server.)

System Currency: **INTERNATIONAL**

Modules included in this Edition (Check to enable it)

<input checked="" type="checkbox"/> Project	<input checked="" type="checkbox"/> Sales	<input type="checkbox"/> Consignment	<input type="checkbox"/> Remote Credit Control
<input type="checkbox"/> Multi-Currency	<input checked="" type="checkbox"/> Purchase	<input type="checkbox"/> FOC Quantity	<input type="checkbox"/> Item Package
<input checked="" type="checkbox"/> UDF	<input checked="" type="checkbox"/> Stock	<input type="checkbox"/> Activity Stream	<input type="checkbox"/> Stock Assembly
<input checked="" type="checkbox"/> Formula	<input type="checkbox"/> Basic Multi-UOM	<input type="checkbox"/> Advanced Multi-UOM	<input type="checkbox"/> Multi-Dimensional Analysis
<input checked="" type="checkbox"/> GL	<input type="checkbox"/> Landing Cost	<input checked="" type="checkbox"/> Recurrence	<input type="checkbox"/> Advanced Item
<input checked="" type="checkbox"/> AR	<input type="checkbox"/> Multi-Location	<input type="checkbox"/> Filter by Salesman	<input type="checkbox"/> Budget
<input checked="" type="checkbox"/> AP	<input type="checkbox"/> Item Batch	<input type="checkbox"/> Advanced Financial Report	

Additional Modules available for this Edition (Check to enable it)

<input type="checkbox"/> Advanced Multi-Currency	<input type="checkbox"/> Department	<input type="checkbox"/> Export Stock
<input type="checkbox"/> Unrealized Gain/Loss	<input type="checkbox"/> Filter by Account	<input type="checkbox"/> Import 3rd Party XML
<input type="checkbox"/> Serial No.	<input type="checkbox"/> GST Partial Exemption	<input type="checkbox"/> Sales Order Processing
<input type="checkbox"/> Bonus Point	<input type="checkbox"/> GST Capital Goods Adjustment	<input type="checkbox"/> Assembly Order Processing
<input type="checkbox"/> Multi-Dimensional Price Book	<input type="checkbox"/> Stock Disassembly	<input checked="" type="checkbox"/> API
<input type="checkbox"/> Multi-Level BOM	<input type="checkbox"/> Export Account	<input type="checkbox"/> Consolidated Financial Report

Network Users (Full Access): 3 Network Users (Account Only): 3 Network Users (Stock Only): 3 Internet Access Users: 1

2. Check

3. Click on OK

OK Cancel

b) How to set a Recurrence Invoice

1. Create new Invoice.
2. Add your billing item/ Account, key in the description, quantity, unit price.
3. Click on Save as Recurrence.

Invoice - TESTING - AutoCount Accounting (Ver: 2.0) (Rev: 103)

File G/L A/R A/P Inquiry Stock Sales Purchase Asset Register General Maintenance Tools GST Window Help Report Others

1. Click on New

Hint: In this Invoice window, you can create, modify, or delete Invoice for your customer.

3. Click on Save as Recurrence

2. Select your item/Account, key in description, quantity, unit price

Item Code	Description	Further ...	UOM	Bat...	Qty	Proj...	Unit Price	Disc...	Total	GST ...	GST ...	GST ...	Total (ex)	Total (inc)
> 00001	MONTHLY SUBSCRIPTION FEE	...	PC		1		100.00		100.00				0.00	100.00

Record 1 of 1

Subtotal (ex) 100.00
 Inclusive? Taxable Amount 0.00 GST 0.00
 Total 100.00

Proceed New Invoice Save Save & Preview Save & Print Cancel

b) How to set a Recurrence Invoice

4.1 Key in the Recurrence name

4.2 Select the Document No. Format

4.3 Click on Account List and check on the Debtor to apply for recurrence, and click on OK

Save Recurrence

Recurrence Name: SUBSCRIPTION **4.1 Key in the Recurrence Name**

Document No. Format: IV Default **4.2 Select the document no. format**

Debtor Account: Account List 0 selected **4.3 Click on Account List and check on the debtor to apply for recurrence and click on OK**

Recurrence Pattern: ☒ Daily ☐ Weekly ☐ Monthly

Every 1 day(s)

Range of Recurrence: Start Date 29/08/2018

Generate Next R

Recurrence Informa

Account No. ▲

Recurrence Date

Multi-Select Debtors

Drag a column header here to group by that column

Check	Acc. Code	Company Name
<input checked="" type="checkbox"/>	300-A001	AA
<input checked="" type="checkbox"/>	300-B001	BB

Record 2 of 2

Select All Unselect All Filter: Show All Items 2 selected **OK** Cancel

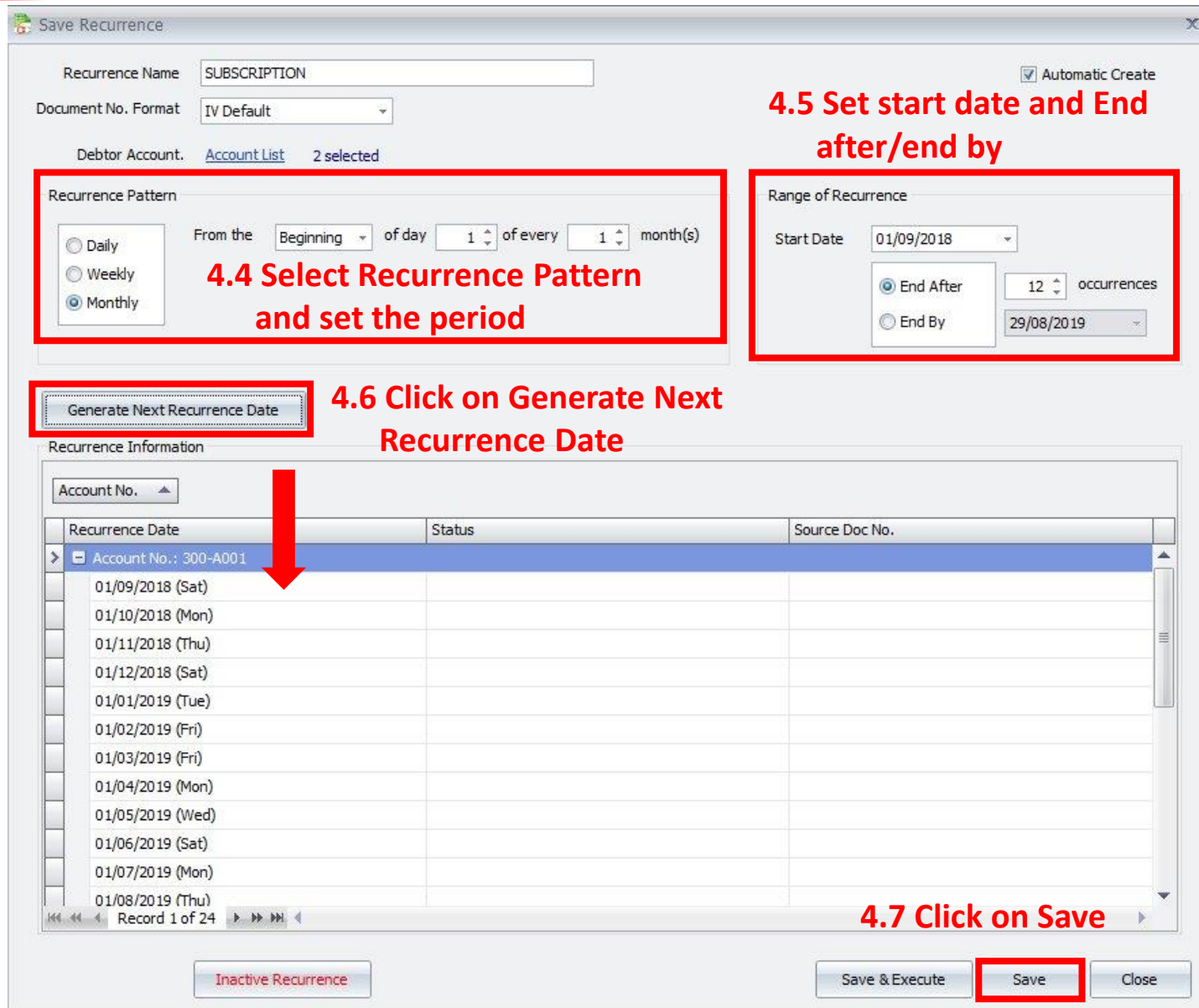
b) How to set a Recurrence Invoice

4.4 Select your Recurrence Pattern and choose for the period setting

4.5 Set start date and manage the End after/end by

4.6 Click on Generate Next Recurrence Date and recurrence information will be show.

4.7 Click on Save.



The screenshot shows the 'Save Recurrence' dialog box with the following fields and options:

- Recurrence Name:** SUBSCRIPTION
- Document No. Format:** IV Default
- Debtor Account:** Account List (2 selected)
- Automatic Create:** ☒
- Recurrence Pattern:**
 - ☐ Daily
 - ☐ Weekly
 - ☒ Monthly
- From the:** Beginning **of day:** 1 **of every:** 1 **month(s)**
- Range of Recurrence:**
 - Start Date:** 01/09/2018
 - ☒ End After 12 occurrences
 - ☐ End By 29/08/2019
- Generate Next Recurrence Date:** (Button highlighted with a red box and arrow)
- Recurrence Information Table:**

Recurrence Date	Status	Source Doc No.
Account No.: 300-A001		
01/09/2018 (Sat)		
01/10/2018 (Mon)		
01/11/2018 (Thu)		
01/12/2018 (Sat)		
01/01/2019 (Tue)		
01/02/2019 (Fri)		
01/03/2019 (Fri)		
01/04/2019 (Mon)		
01/05/2019 (Wed)		
01/06/2019 (Sat)		
01/07/2019 (Mon)		
01/08/2019 (Thu)		
- Buttons:** Inactive Recurrence, Save & Execute, Save (highlighted with a red box), Close

Annotations:


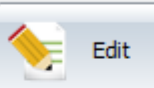


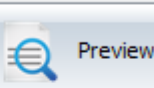
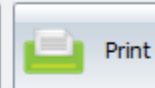
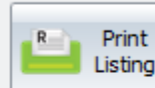



- 4.4 Select Recurrence Pattern and set the period:** Points to the Recurrence Pattern section.
- 4.5 Set start date and End after/end by:** Points to the Range of Recurrence section.
- 4.6 Click on Generate Next Recurrence Date:** Points to the 'Generate Next Recurrence Date' button.
- 4.7 Click on Save:** Points to the 'Save' button.

b) How to set a Recurrence Invoice

- When approaching the recurrence date set, it will auto generate the Invoice after you log in to AutoCount.

Invoice

Hint: In this Invoice window, you can create, modify, or delete Invoice for your customer.

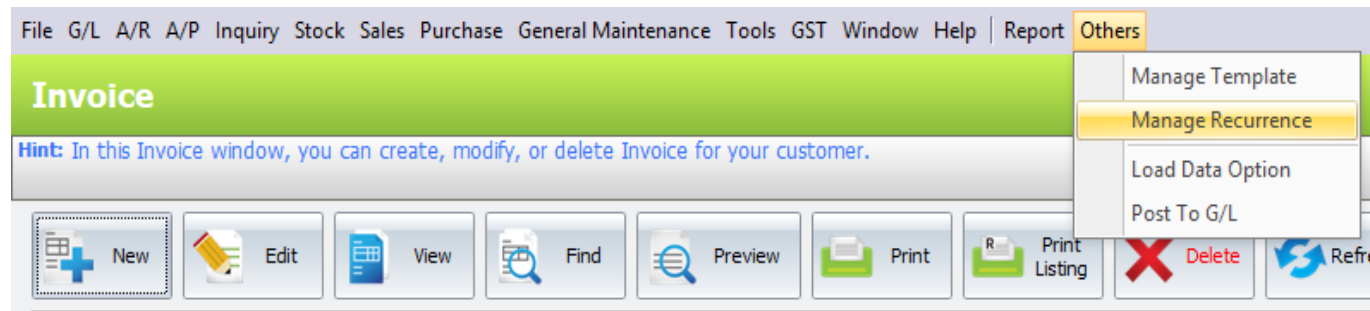











Drag a column header here to group by that column

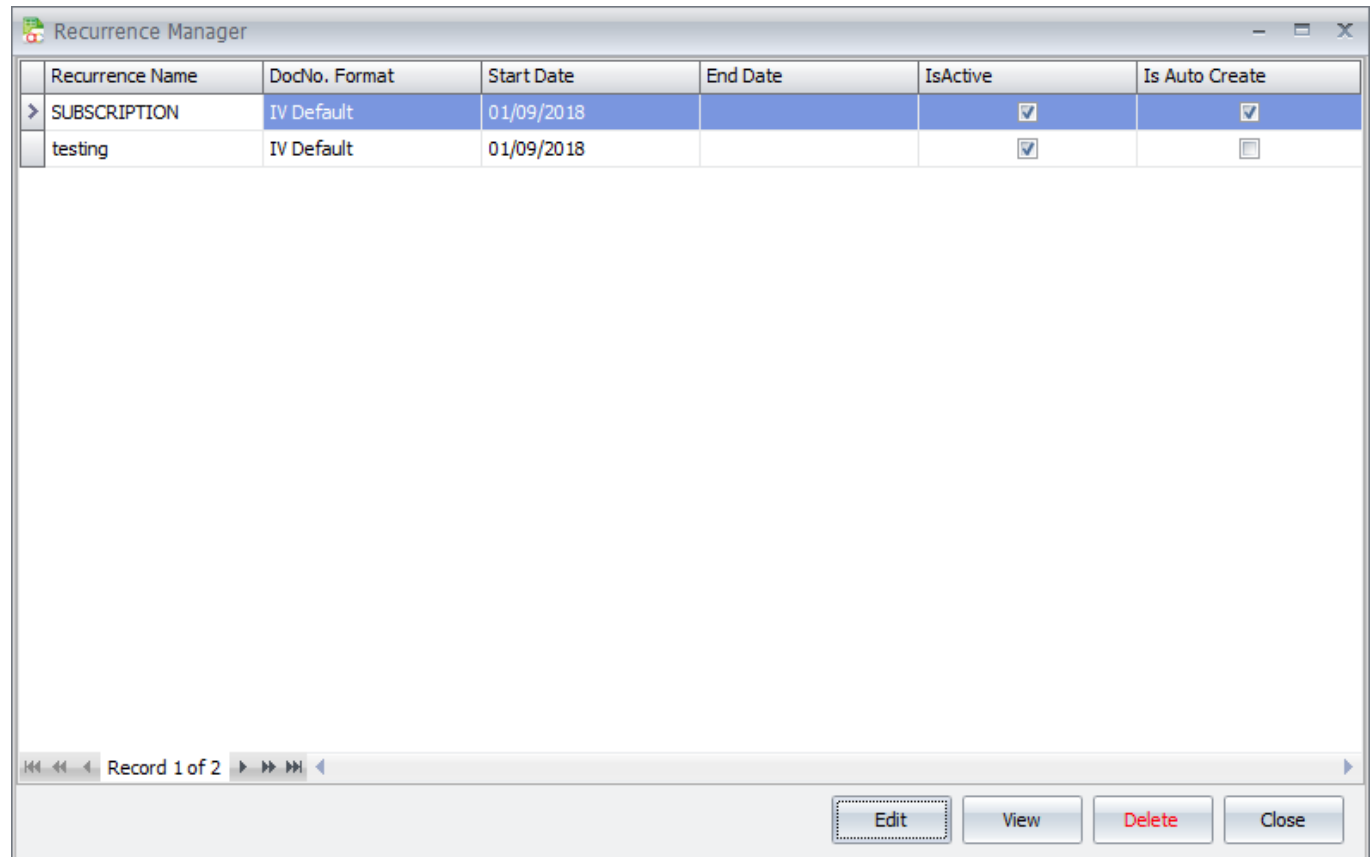
	Doc. No.	Date ▼	Debtor Code	Debtor Name	Agent	Inclusive?	Sub-Total (ex)	GST	Total	Outstanding
>	I-000006	01/11/2018	300-B001	BB		No	100.00	0.00	100.00	100.00
	I-000003	01/11/2018	300-A001	AA		No	100.00	0.00	100.00	100.00
	I-000005	01/10/2018	300-B001	BB		No	100.00	0.00	100.00	100.00
	I-000002	01/10/2018	300-A001	AA		No	100.00	0.00	100.00	100.00
	I-000004	01/09/2018	300-B001	BB		No	100.00	0.00	100.00	100.00
	I-000001	01/09/2018	300-A001	AA		No	100.00	0.00	100.00	100.00

c) Recurrence Setting

You may manage your recurrence at Others > Manage Recurrence.



You may edit/view/delete the recurrence at Recurrence Manager.

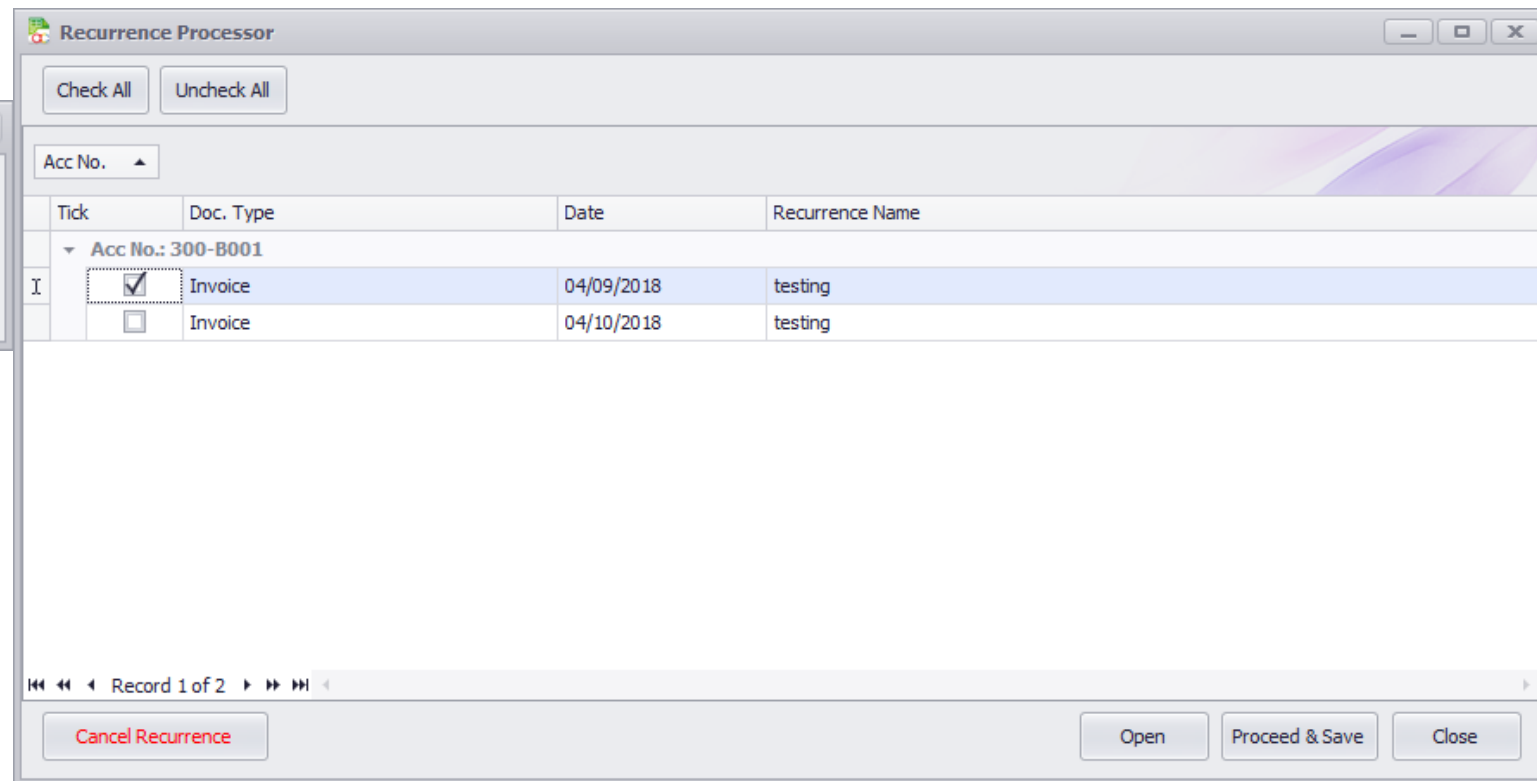
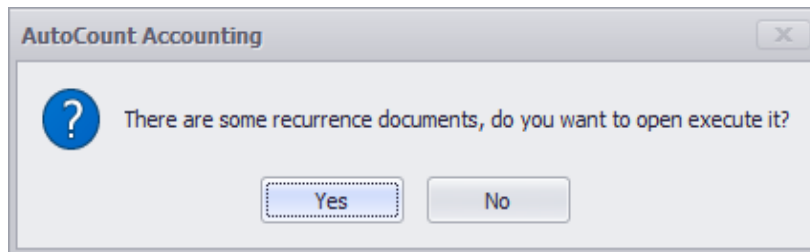


c) Recurrence Setting

1) Automatic Create

☒ Automatic Create

- **If checked**, system will auto generated the recurrence transaction when the recurrence time approach after you log in to AutoCount.
- **If unchecked**, system will prompt message “There are some recurrence documents, do you want to open execute it?” when the recurrence time approach after you log in to AutoCount. You need to click proceed & save to generate the recurrence document.



c) Recurrence Setting

2) View Template

- Click to view your recurrence template



New Invoice - [Next Possible No: I-000030] - Testing - AutoCount Accounting (Ver: 2.0)

Home Edit

Save as Draft Save as Template Save as Recurrence Save

Editing

Set GST Date Group Total Discount Change Unit Price Item Search Show Instant Info Show Instant...

Copy from other Invoice Copy to a new Invoice Copy Invoice Transfer Document

Debtor Name Address

Invoice No <<New>> Date 01/09/2018 Branch Sales Agent Ship Via Multi Pricing Credit Term Shipping Info

Item Code	Description	F...	UOM	Qty	Unit Price	Discount	Total	GST Code	GST Rate	GST	Total (ex)	Total (inc)
> 00001	SUBSCRIPTION	...	PC	1	100.00		100.00			0.00	100.00	100.00

Record 1 of 1

Subtotal (ex) 100.00

Inclusive? Taxable Amount 0.00 GST 0.00 Total 100.00

Proceed New Invoice Save Save & Preview Save & Print Cancel

c) Recurrence Setting

3) Inactive Recurrence

- You can stop recurrence by highlight the recurrence date and click on Inactive Recurrence and click on Save.
- System will skip the recurrence transaction for that period.

Save Recurrence

Recurrence Name: SUBSCRIPTION

Document No. Format: IV Default

Debtor Account: Account List 2 selected

Recurrence Pattern:

☐ Daily

☐ Weekly

☒ Monthly

 From the: Beginning of day: 1 of every: 1 month(s)

Range of Recurrence:

 Start Date: 01/09/2018

☒ End After: 12 occurrences

☐ End By: 01/01/0001

Generate Next Recurrence Date

Recurrence Information

Account No. 300-A001

Recurrence Date	Status	Source Doc No.
01/09/2018 (Sat)	Success	I-000001
01/10/2018 (Mon)	Success	I-000002
01/11/2018 (Thu)	Success	I-000003
01/12/2018 (Sat)		
01/01/2019 (Tue)	Inactive	
01/02/2019 (Fri)		
01/03/2019 (Fri)		
01/04/2019 (Mon)		
01/05/2019 (Wed)		
01/06/2019 (Sat)		
01/07/2019 (Mon)		
01/08/2019 (Thu)		

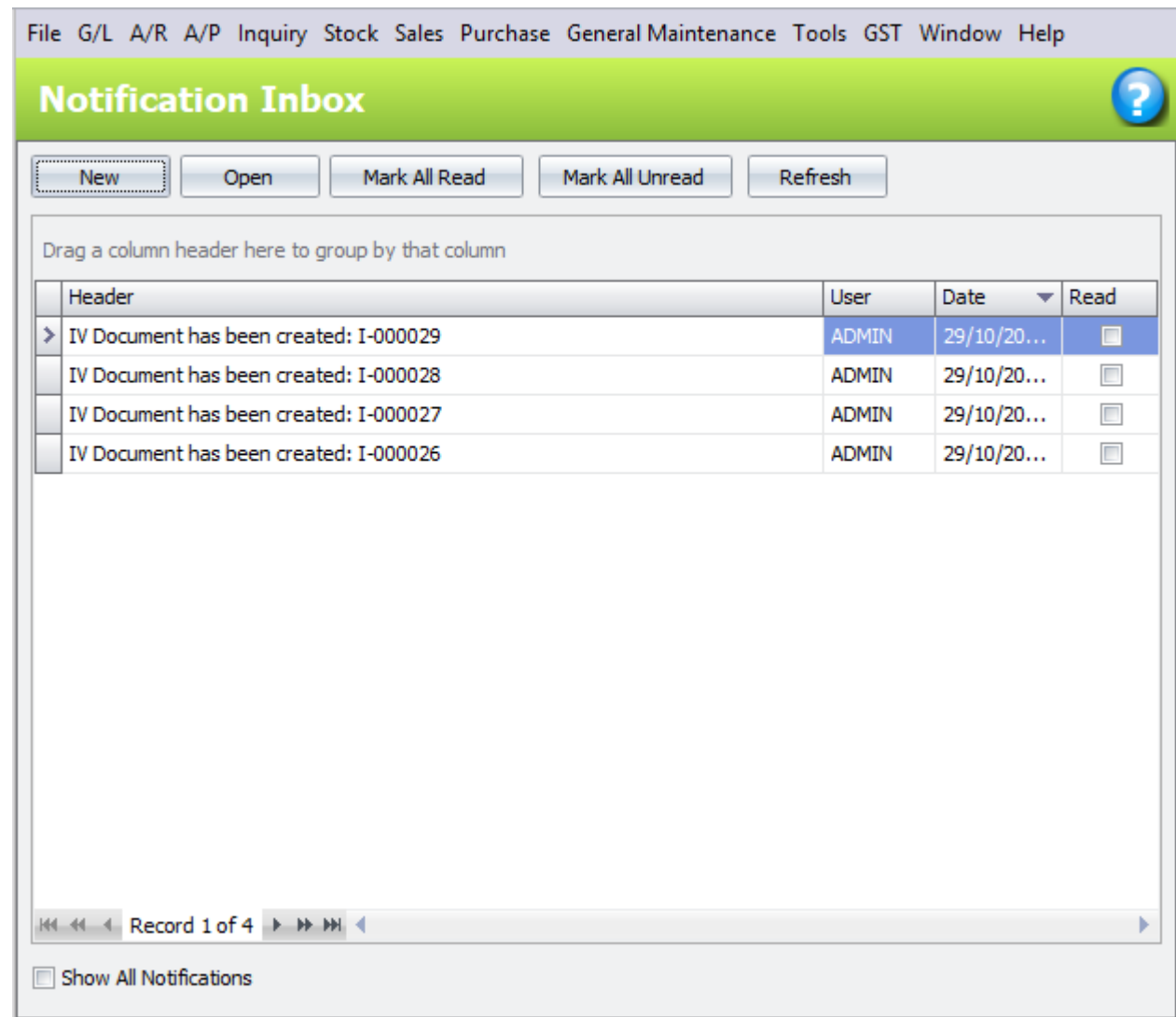
Record 5 of 24

View Template Inactive Recurrence Save Close

c) Recurrence Setting

4) Notification Inbox

- System will prompt you notification message on recurrence processing.
- Click to open or go to Tools > Notification Inbox.
- Read and mark as read.
- If you do not wish to receive the notification, may remove the access right for Receive notification message on recurring processing at Access Right Maintenance.



Thank You

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